

Town Council Meeting: 08 March 2010



Town of Garrett Park
PO Box 84
4600 Waverly Avenue
Garrett Park, MD 20896

Regular Meeting of Town Council
Garrett Park Town Hall
10814 Kenilworth Avenue
Garrett Park, MD 20896

MINUTES

Call to Order: Mayor Keller called the meeting to order at 8:05 PM. Present were Councilmembers Irons, Mandel, Petito, Schulp, and Wegner. Also present was Administrator Pratt, Margaret Soltan of the *Bugle*, and a number of residents.

Approval of Agenda: The agenda was approved as posted without objection.

Presentations by Residents:

- White Flint Sector Plan Update - Councilmember Mandel referred the Council to a report on the Sector Plan that John King had circulated by email, being unable to attend the meeting, and noted the enormous effort made by Mr & Mrs. King to represent and advocate for the community through the entire process, including attending many meetings and always being well-prepared.
- Citizens Association Report - Chris Strong, President, reported on the Citizens Association's successful efforts to raise funds for a gratuity for the Town's maintenance staff to thank them for their outstanding work during the recent series of blizzards. Mr. Strong also noted that due to a conflict with the Montgomery County Council's Town Hall Meeting, the Citizens Association would try to move its March meeting from the 24th to the 31st, and that he would notify the Town Office if that was going to occur.

Mayor's Report

- Mayor Keller updated the Council on the progress of the Garrett Park Elementary School (GPES) renovation project. He noted that a proposed installation of a large water valve vault under Oxford St. at the intersection with Kenilworth Ave. would necessitate the removal of two willow oaks in Town right of way adjacent to the street. Their removal and replacement will be paid for by WSSC or MCPS, not the Town. The Mayor will consult with the Arboretum Committee regarding appropriate replacements.
- The Mayor reported that the Community Center acquisition continues to move forward with work being done on both the deed from Montgomery County Parks (Parks Department) and the lease with the Garrett Park

Nursery School, and that the latter would be discussed later in an executive session.

- Mayor Keller briefed the Council on the recent Maryland Mayors' conference he attended, noting the success of the O'Malley Administration in retaining Maryland's AAA bond rating. This is a significant achievement and benefits local governments.
- The Mayor announced that he would be out of Town from March 9th through the 22nd. He appointed Council members Irons and Mandel Acting Mayors for March 9 - 14 and 15 - 22, respectively.
- The Mayor thanked the Women's Club and resident Pam Morgan for their work publishing and distributing the new Town Directory.

Councilmember's Reports on Areas of Responsibility

- MML Montgomery Chapter meeting with County Executive Leggett - Councilmember Wegner reported on the recent Montgomery County Chapter of the Maryland Municipal League meeting with County Executive Ike Leggett. The County Executive noted that FY2011 will be a very difficult year for the County, especially with a commercial property vacancy rate of 14% and a loss of over 13,000 tax payers, producing a projected shortfall of \$700 million - up from \$400 million last year. However, he also committed to maintaining the County's revenue sharing with the municipalities at no less than 95% of FY2010.
- Deed issues for potential acquisition of Garrett Park Estates Local Park (Community Center) - Councilmember Irons briefed the Council on the nature of the various covenants in the deeds that the Parks Department had received in 1948 when the Community Center property had been transferred to them by Montgomery County Public Schools. Hopefully, the covenants can be removed prior to the proposed transfer of the property to the Town.

Approval of Minutes: Councilmember Wegner **MOVED**

That the minutes of the 02/08/2010 Regular Council Meeting be approved as distributed. Councilmember Mandel seconded the motion, which **PASSED** unanimously.

Action/Discussion:

- Adoption of Ordinance 2010-01: Amendments to the FY 2010 Budget - Mayor Keller asked the Council to consider adoption of the amendments to the FY 2010 budget. Councilmember Wegner **MOVED**
That Ordinance 2010-01 (Attached to these minutes) be adopted as introduced at the February Council meeting. The motion was seconded by Councilmember Mandel and was **PASSED** unanimously.
- Introduction of Ordinance 2010-02: The FY 2011 Operating & Capital Budget - Mayor Keller asked for a motion to place the proposed FY 2011 budget on the floor for discussion. Councilmember Mandel **MOVED**

That Ordinance 2010-02 (Attached to these minutes) be introduced as posted. Councilmember Schulp seconded the motion. Mayor Keller began the review of the proposed budget by going through the description of the budget process, and the budget narrative that was presented as supplementary information with the ordinance. There was extended discussion. Among other comments and inquiries on a number of budget items were those on the subjects of a proposed wage increase for Town staff, the need for replacement of the Town's 1993 pickup truck, and the issue of sidewalks. It was noted that a major consideration in staff pay was the desire of the Town to provide a living wage to its workers; and replacement of the truck is necessitated by cost of repairs exceeding the value of the truck several fold. Mayor Keller noted that funding for the five-year review of the Capital Improvement Plan (CIP) is included in the proposed budget and that the question of sidewalk repair and extension was certainly an important part of that review. Mayor Keller called for the vote, and the motion to introduce Ordinance 2010-02 **PASSED** unanimously.

Town Administrator Report:

- Administrator Pratt briefed the Council on the prospects for partial FEMA recompense for storm-related expenses, noting that it had yet to be decided as to whether the February storms were two separate events or one extended storm. This was significant in that the Town would be reimbursed for 75% of qualified expenses incurred within a 48-hour period during a single storm.
- Monthly Financial Report - Administrator Pratt reviewed the monthly financial report with the Council

Adjournment:

- Councilmember Schulp **MOVED**
That upon adjournment of the regular Council meeting the Council go into executive session to consider the acquisition of real property for a public purpose and matters directly related thereto (A copy of the executive session form is attached to these minutes). Councilmember Wegner seconded the motion, which **PASSED** unanimously.
- The regular meeting adjourned at 9:38 PM

Respectfully submitted,

[TOWN SEAL]

Edwin Pratt, Jr.

Edwin Pratt, Jr., Clerk-Treasurer

Town of Garrett Park

FY 2010 AMENDED BUDGET

Ordinance 2010-01

Adopted

March 8th, 2010

TOWN OF GARRETT PARK

Revised FY 2010 Budget

March 8, 2010

INCREASE DECREASE UNCHANGED

RECEIPTS	Prior Budget FY 2010	Changes to Budget	Amended Budget Ord 2010-01	% Change
<u>1000 - Taxes & Fees</u>	<u>\$613,600</u>	<u>\$12,700</u>	<u>\$626,300</u>	<u>2%</u>
1100 -- Local Property Taxes	\$450,500	\$1,000	\$451,500	0%
1110 -- Real Property Taxes	\$440,000	\$0	\$440,000	0%
1120 -- Personal Property Taxes	\$9,500	\$1,100	\$10,600	12%
1170 -- Penalties & Interest	\$750	\$50	\$800	7%
1180 -- Homestead Tax Credit	\$250	(\$150)	\$100	-60%
1200 -- Local Income Taxes	\$150,000	\$15,000	\$165,000	10%
1300 -- Other Local Taxes	\$0	\$0	\$0	0%
1400 -- Licenses and Permits	\$13,100	(\$3,300)	\$9,800	-25%
<u>2000 - Intergovernmental Revenues</u>	<u>\$72,300</u>	<u>\$18,300</u>	<u>\$90,600</u>	<u>25%</u>
2200 -- From State of Maryland	\$35,000	\$5,450	\$40,450	16%
2300 -- From Montgomery County	\$37,300	\$12,850	\$50,150	34%
<u>3000 - Services Charges</u>	<u>\$127,350</u>	<u>\$0</u>	<u>\$127,350</u>	<u>0%</u>
3100 -- General Government Charges	\$550	\$0	\$550	0%
3200 -- Municipal Refuse Collection Fees	\$126,800	\$0	\$126,800	0%
<u>4000 - Fines & Forfeitures</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0%</u>
<u>5000 - Miscellaneous Receipts</u>	<u>\$132,300</u>	<u>\$6,350</u>	<u>\$138,650</u>	<u>5%</u>
5100 -- Investment Earnings	\$2,000	(\$500)	\$1,500	-25%
5200 -- Rents and Concessions	\$120,200	\$1,850	\$122,050	2%
5210 -- Town Hall Rents	\$20,000	(\$2,100)	\$17,900	-11%
5220 -- Penn Place Rents	\$98,275	\$3,950	\$102,225	4%
5230 -- Swimming Pool Association	\$1,925	\$0	\$1,925	0%
5300 -- Contributions and Donations	\$10,000	\$5,000	\$15,000	50%
5500 -- Sale of Property	\$100	\$0	\$100	0%
5900 -- Miscellaneous - Other	\$0	\$0	\$0	0%
Annual Operating Receipts:	\$945,550	\$37,350	\$982,900	4%
<u>9000 - Transfers In</u>	<u>\$37,125</u>	<u>\$128,550</u>	<u>\$165,675</u>	<u>346%</u>
Total Receipts: Budgeted	\$982,675	\$165,900	\$1,148,575	17%

Town of Garrett Park Revised FY 2010 Budget

March 8, 2010

INCREASE DECREASE UNCHANGED

EXPENDITURES	Prior Budget FY2010	Changes to Budget	Amended Budget Ord. 2010- 01	% Increase
<u>10000 - Personnel</u>	<u>\$352,850</u>	<u>\$16,000</u>	<u>\$368,850</u>	<u>5%</u>
10100 -- Salaries	\$246,700	\$0	\$246,700	0%
10200 -- Overtime	\$2,500	\$2,500	\$5,000	100%
10300 -- Benefits	\$75,650	\$16,250	\$91,900	21%
10400 -- Payroll Taxes, Etc.	\$28,000	(\$2,750)	\$25,250	-10%
<u>11000 - Town Administration</u>	<u>\$95,600</u>	<u>\$15,800</u>	<u>\$111,400</u>	<u>17%</u>
11100 -- Elected & Appointed Officials	\$9,500	\$1,000	\$10,500	11%
11200 -- Elections	\$1,500	\$0	\$1,500	0%
11300 -- Archives & Public Records	\$15,000	\$6,000	\$21,000	40%
11400 -- General Administrative Expenses	\$20,600	\$1,900	\$22,500	9%
11700 -- Professional Fees	\$37,500	\$7,900	\$45,400	21%
11800 -- Insurance	\$10,250	(\$1,250)	\$9,000	-12%
11900 -- Town Administration - Other	\$1,250	\$250	\$1,500	20%
<u>12000 - Sponsorships, Subscriptions, Dues</u>	<u>\$10,500</u>	<u>\$0</u>	<u>\$10,500</u>	<u>0%</u>
12100 -- Membership Dues	\$3,500	(\$300)	\$3,200	-9%
12200 -- Sponsorships	\$6,800	\$300	\$7,100	4%
12300 -- Subscriptions	\$200	\$0	\$200	0%
<u>13000 - Building & Grounds</u>	<u>\$83,725</u>	<u>\$21,525</u>	<u>\$105,250</u>	<u>26%</u>
13100 -- Buildings & Grounds Management	\$0	\$2,000	\$2,000	#DIV/0!
13200 -- Penn Place	\$72,500	\$4,050	\$76,550	6%
13300 -- Town Hall	\$10,975	\$1,725	\$12,700	16%
13400 -- Maintenance Facility	\$250	\$7,250	\$7,500	2900%
13500 -- Community Center	\$0	\$6,500	\$6,500	#DIV/0!
<u>14000 - Town Services</u>	<u>\$223,400</u>	<u>\$0</u>	<u>\$223,400</u>	<u>0%</u>
14100 -- Roads & Sidewalks	\$64,950	(\$1,300)	\$63,650	-2%
14200 -- Stormwater Drainage	\$550	\$2,450	\$3,000	445%
14300 -- Municipal Refuse Removal	\$126,800	(\$5,000)	\$121,800	-4%
14400 -- Arboretum	\$21,600	\$5,950	\$27,550	28%

14500 -- Fees	\$2,900	(\$1,650)	\$1,250	-57%
14600 -- Parks	\$6,600	(\$450)	\$6,150	-7%
<u>16000 - Equipment Maintenance & Repair</u>	<u>\$14,500</u>	<u>(\$1,250)</u>	<u>\$13,250</u>	<u>-9%</u>
<u>17000 - Publication Expenses</u>	<u>\$1,000</u>	<u>\$1,500</u>	<u>\$2,500</u>	<u>150%</u>
<u>18000 - Conferences & Conventions</u>	<u>\$2,500</u>	<u>\$0</u>	<u>\$2,500</u>	<u>0%</u>
<u>19000 - Contingency</u>	<u>\$23,000</u>	<u>\$7,000</u>	<u>\$30,000</u>	<u>30%</u>
<u>20000 - Interest, Depreciation, Debt</u>	<u>\$60,600</u>	<u>\$925</u>	<u>\$61,525</u>	<u>2%</u>
<u>21000 - Taxes & Bad Debt</u>	<u>\$3,000</u>	<u>\$200</u>	<u>\$3,200</u>	<u>7%</u>
Total Operating Expense:	\$870,675	\$61,700	\$932,375	7%
<u>23000 - Transfer to Capital Project Fund*</u>	<u>\$62,000</u>	<u>\$104,200</u>	<u>\$166,200</u>	<u>168%</u>
<u>25000 - Transfer to Operating Reserve</u>	<u>\$50,000</u>	<u>\$0</u>	<u>\$50,000</u>	<u>0%</u>
Expenses: Budgeted:	\$982,675	\$165,900	\$1,148,575	17%

TOWN OF GARRETT PARK

Revised FY 2010 Budget

Capital Budget

March 8, 2010

INCREASE

DECREASE

UNCHANGED

Account	Prior Year Appropriations 06/30/08	FY 2009 Capital Budget Ord. 2008-08	Total Capital Appropriations 07/01/09	Changes to Capital Budget	Amended Capital Budget Ord. 2010-01
<u>23000 - CAPITAL BUDGET</u>	<u>\$29,433</u>	<u>\$62,000</u>	<u>\$91,433</u>	<u>\$104,200</u>	<u>\$166,200</u>
23100 - Capital Purchases	\$121	\$0	\$121	\$30,000	\$30,000
23150 - Capital Equipment				\$30,000	\$30,000
23200 - Capital Construction	\$25,771	\$57,000	\$82,771	\$24,200	\$81,200
23210 - Construction: Facilities	\$16,215	\$20,000	\$36,215	(\$5,000)	\$15,000
23220 - Construction: Streets & Curbs	\$878	\$5,000	\$5,878	\$7,100	\$12,100
23230 - Construction: Utilities	\$0	\$0	\$0	\$0	\$0
23240 - Construction: Sidewalks	\$0	\$0	\$0	\$0	\$0
23250 - Construction: Storm Drains	\$8,000	\$15,000	\$23,000	\$5,000	\$20,000
23260 - Construction: Parks & Recreation	\$678	\$17,000	\$17,678	\$17,100	\$34,100
23290 - Construction: Other	\$0	\$0	\$0	\$0	\$0
23300 - Arboretum Capital Expense	\$3,541	\$5,000	\$8,541	\$0	\$5,000
23800 - Capital Planning Expense	\$0	\$0	\$0	\$0	\$0
23900 - Capital Budget Contingency	\$0	\$0	\$0	\$50,000	\$50,000

TOWN OF GARRETT PARK

Revised FY 2010 Budget

Capital Program

March 8, 2010

INCREASE DECREASE UNCHANGED

Project	Total Capital Program 07/01/09	Capital Expenditures 02/28/10	Changes to Capital Program 02/08/10	Amended Capital Program Ord. 2010-01	Remaining Appropriation 03/08/10
CAPITAL PROGRAM	\$91,433	\$30,038	\$113,000	\$166,200	\$172,814
Capital Purchases	\$121	\$0	\$30,000	\$30,000	\$30,121
Pickup Truck w/Plow (FY 10)			\$30,000	\$30,000	\$30,000
Capital Construction	\$82,771	\$30,038	\$33,000	\$81,200	\$85,733
Cambria Park POS Project (FY 80, 09)	\$678	\$538	\$0	\$4,100	\$140
Cambria Park Playground (FY10)	\$12,000	\$12,000	\$13,000	\$25,000	\$13,000
North Kenilworth Drain Repairs (FY09, 10)	\$23,000	\$12,500	\$0	\$15,000	\$10,500
Shelley Court Drain Repairs (FY10)	\$0	\$0	\$20,000	\$5,000	\$20,000
Penn Place Exterior Repairs (FY10)	\$15,000	\$0	\$0	\$15,000	\$15,000
Town Hall (CIP, p17)(FY10)	\$21,215	\$0	\$0	\$0	\$21,215
Yeandle Park (FY10)	\$5,000	\$5,000	\$0	\$5,000	\$0
Street Rehabilitation (FY09, 10)	\$5,878	\$0	\$0	\$12,100	\$5,878
Arboretum Capital Expense	\$8,541	\$1,581	\$0	\$5,000	\$6,960
Capital Planning	\$0	\$0	\$0	\$0	\$0
Capital Contingency	\$0	\$0	\$50,000	\$50,000	\$50,000

Town of Garrett Park

FY 2011 OPERATING & CAPITAL BUDGET

Ordinance 2010-02

Introduced

March 8, 2010

INTRODUCTION

An Overview and Explanation of the Budget Process

The Budget Process

ADJUSTING A CURRENT YEAR'S BUDGET: This is usually done in January, and is typically required because the estimates for the annual budget were made nearly a year before and intervening events often require some changes. Adjustments to the budget may be done by ordinance, with introduction usually in February and adoption following in March, or by resolution, transferring funds from OPERATING and CAPITAL CONTINGENCY to budget accounts as needed.

ADOPTING A BUDGET FOR THE NEXT FISCAL YEAR: The Town Administrator gathers information regarding estimated revenues and proposed expenditures, analyzes the current fiscal year's experience, and presents a draft budget to the Mayor in early February. The Mayor reviews the proposed budget and with the Town Administrator prepares a presentation for the Council at a work session, usually in the 4th week of February. Discussion with the Council produces a draft budget ordinance for consideration at the March Council meeting, where public comment is heard, and appropriate adjustments made before the Council votes on the ordinance's introduction. The budget ordinance is then presented for adoption at the April meeting.

RECEIPTS (Sources of Funds)

Revenues: These are funds the Town expects to receive from external sources, and for accounting purposes are arranged into four categories: 1) the levying of taxes and assessment of fees; 2) transfers from Montgomery County, the state, or the federal government; 3) charges for services provided, and; 4) miscellaneous revenues. These are budgeted on an annual basis.

1) TAXES & FEES

LOCAL PROPERTY TAXES: Real Property Taxes are levied on residential and commercial real estate. Public property and certain private property such as churches and schools are exempt. The MD Department of Assessment and Taxation (MDDAT) sets the property values. Owner-occupied homes receive a significant "Homestead" credit, so residents should assure their homes are properly registered with MDDAT (www.dat.state.md.us/sdatweb/taxcredits.html). (NOTE: Homes registered as "Homesteads" also have greater protection under state law against foreclosure and bankruptcy proceedings.) Garrett Park residents pay these taxes to the County and to the Town. The Town's tax rate is 19 cents per \$100, or .19%. Montgomery County returns some of its tax revenue to repay the Town for services that the Town provides to Garrett Park residents that the County would provide if Garrett Park were not a municipality.

PERSONAL PROPERTY TAXES are assessed on property related to home occupations, including corporations based in Garrett Park. Such property includes furniture or equipment used to support a business or commercial activity. Public utilities pay taxes on property they own in Town, such as telephone poles, wires, transformers, etc.

LOCAL INCOME TAX: The state shares with the Town a portion of its income tax receipts from Garrett Park residents. This is why it is important that residents put "Garrett Park" in the city, town or taxing area box on Form 502 when they file their Maryland state tax return. The Town's revenue from this source is quite volatile, reflecting the national economic status, and highly influenced by capital gains realized.

2) INTERGOVERNMENTAL REVENUES

FROM MARYLAND:

Highway User Funds come from the gasoline taxes collected by the state and are distributed on the basis of miles of roadway within a county or municipality. These distributions were cut by 90% in FY 2010 for all jurisdictions, and are not expected to increase for the next few years.

Program Open Space is a grant program run by the Department of Natural Resources (DNR) to assist counties and municipalities in the acquisition and improvement of open space and parks. Funds are appropriated by the state as part of the annual budget and distributed to the Counties. In Montgomery County these funds are shared with the municipalities on a formula based on population. Funds are held by the county for the municipalities and distributed as grant applications are approved by DNR. At the moment, additional funds from the state are not being added to the program due to the current financial difficulties it faces, but there remain \$11,000 in the Town's account which is available to support qualified projects.

FROM MONTGOMERY COUNTY:

Revenue Sharing: The County returns to the municipalities within its borders a portion of its real estate tax revenue to avoid "tax duplication" for services provided to residents by the municipalities. For example, Garrett Park maintains its own roads, so the County returns to the Town some of the taxes it has collected for its own road maintenance program.

3) SERVICE CHARGES

General Government Charges are collected for copies made on the Post Office photocopier and public records copies made in the Town Office.

Municipal Refuse Fees are collected as separate fees on residents' property tax bills, and are calculated on a per-household basis by dividing the annual contract cost by the number of homes in Town.

4) MISCELANEOUS REVENUES

Investment Earnings are the interest the Town earns on cash it has on deposit in financial institutions. The Town currently maintains a single checking account at Sandy Spring Bank, which earns little or no interest, and participates in Montgomery County's pooled investment fund. The Town manages its cash on hand to keep as much of it as possible in the pooled investment fund, which is actively managed by the County, and returns interest at typical money market rates. In the past 18 months this rate has been close to zero.

Rents & Concessions:

Town Hall Rents are charged for the use of the hall by private parties. The rates are currently \$125 for a resident and \$500 for a non-resident. A number of organizations/individuals rent the hall on a regular basis at a negotiated rental - the music class for young children and the yoga class for adults are examples of these.

Penn Place Rents are charged to the three tenants: Black Market, Keating Builders, and Telvent. There is a base rent charged each tenant, and an additional rent calculated on a square-foot-occupied basis to cover the cost of utilities and services provided by the Town.

Swimming Pool Association Rent is charged annually for the use of the Town-owned lots that the swimming pool occupies. For many years this was a nominal rent, but in recent years it has been increased 10% per year in an effort to raise the rent to a more equitable level.

Contributions and Donations also includes non-governmental grants. For the past 6 years the Town has received grants from the Cove Charitable Trust of Boston of between \$15,000 and \$20,000 per year to support the Town Archives. It is expected that this will continue at the \$15,000 level for a number of years. An increased effort to identify and apply for grants is under way.

TRANSFERS IN: The Town treasury holds cash in four categories from which it may transfer funds to support a budget: 1) "FREE CASH;" 2) OPERATING and CAPITAL RESERVES; 3) RESTRICTED FUNDS; and 4) EXTERNAL ACCOUNTS.

1) "FREE CASH" refers to cash on hand that has not been obligated through appropriation, and is therefore "free" to be applied to any legitimate use. This cash has accumulated over the past 5 years or so due to operating surpluses. At the end of FY 2009 the amount of "Free Cash" was \$317,000. FY 2010 is budgeted to draw \$165,675 from "Free Cash." Cash flow projections for FY 2010 currently predict \$319,000 in "Free Cash" at the end of the fiscal year on June 30th, indicating that we will run a surplus, but the costs of the recent storms have not been factored in, and we are using a reduced amount of \$300,000 for the calculation of funds available to apply to the FY 2011 budget, which anticipates a draw of \$139,140 to balance out projected operating and capital expenditures with expected revenues.

2) RESERVES: Reserves are appropriated funds held in the Town's treasury. They are specific amounts, and must be fully funded by cash available in the Town's accounts at the end of each fiscal year, unlike contingencies, which are part of the budget and are extinguished at the end of each fiscal year. Funds are added to or withdrawn from reserves by ordinance.

Operating Reserve: These appropriated funds are held to support the operating budget, if needed. Current balance: \$175,000.

Capital Reserve: These appropriated funds are held to support the Capital Program, if needed. Current balance: \$0

3) RESTRICTED FUNDS: These are funds held in the Town's treasury that have been received or appropriated for a specific purpose.

Yeandle Park Fund: When the Town accepted the gift of Yeandle Park the Council set up this fund to receive \$5,000 per year for the 10-year term of the life tenancy granted to the donor. The purpose of these funds is to provide for the demolition of the house on the property and the establishment of the active portion of the park. The current balance is \$20,000.

Penn Place Tenants Security Deposits: Current balance \$4,583.

4) **EXTERNAL ACCOUNTS:** These are funds that are not held by the Town in its checking account or at the Montgomery County Pooled Investment Fund.

Medical Benefits Self-Insured Reserve Fund ("First Dollar" Account): In an effort to control the cost of providing medical insurance to its full-time employees, the Town purchases high-deductible policies from CareFirst and self-insures the deductibles (\$5,000 per policy). This fund is held by our medical benefits administrator, and receives monthly deposits. When the balance reaches \$20,000 the monthly payments are suspended. The fund's balance is currently \$17,803. Cash is withdrawn as needed to pay for medical expenses covered by the Town and may also be withdrawn by the Town if needed for non-medical insurance purposes.

EXPENSE (Uses of Funds)

The Operating Budget

The Operating budget comprises a set of accounts that fund the regular operations of the Town. Funds to support these operations are appropriated to those accounts in the annual Fiscal Year Operating Budget, which is in force from July 1st to June 31st. Expenditures are limited by the amounts appropriated in the budget, and all operating budget appropriations expire at the end of the fiscal year unless specifically encumbered by a Council resolution - something rarely done. The operating budget includes a CONTINGENCY account (currently \$30,000 in both FY 2010 budget and proposed FY 2011 Budget), from which funds may be transferred to other accounts by resolution. Any action by the Council that increases the total of the operating budget must be accomplished by ordinance.

The Capital Budget

The Capital Budget funds the Capital Program: Unlike appropriations in the Operating Budget, Capital Budget appropriations do not expire at the end of the fiscal year and remain in force until expended or revised by a future Capital Budget. That is why unspent Capital Appropriations are counted as encumbered funds and are not part of "Free Cash." The entire budgeted transfer to the Capital Budget in the Annual Budget takes place on the first day of the new fiscal year. The FY 2010 budget includes a CONTINGENCY of \$50,000, any unspent portion of which will remain in FY 2011.

Proposed FY 2011 Operating & Capital Budget

ANNUAL OPERATING RECEIPTS:

Budgeted decrease of \$32,650 (3.3%) to \$950,250.

1000 - TAXES & FEES:

FY 2011 REAL ESTATE TAX: The FY 2010 Constant Yield Tax Rate Certification (see page 8) estimates the Town's assessable tax base for FY 2011 to be \$236,170,849, an increase of \$4,287,535, which at our current tax rate of 19 cents per \$100 will yield \$448,725 in real property tax revenue. We are using \$445,000 to account for any reductions in valuation due to appeals. There will be no change in the tax rate.

PERSONAL PROPERTY TAX collections have a projected increase of \$500 (5%) based on an expected increase in public utility payments. Tax rate remains unchanged at \$1.00 per \$100 of valuation.

LOCAL INCOME TAX receipts projection remains unchanged at \$165,000, a 44% reduction from FY 2009 receipts of \$259,000, but on track with current level of receipts.

LICENSES & PERMIT fees are projected to be reduced slightly (\$350/-4%) - not much new construction is anticipated.

2000 - INTERGOVERNMENTAL RECEIPTS:

HIGHWAY USER FUND receipts for FY 2011 will not increase, remaining at \$4,454, a 90% reduction from FY 2009.

PROGRAM OPEN SPACE: The Town received \$36,000 in Program Open Space (POS) funds for the Cambria Park project in FY 2010, and expects to apply for more in POS funds to help pay for new, qualified projects in FY 2011. No grant amounts are included in the proposed FY 2011 budget at this time.

MONTGOMERY COUNTY REVENUE SHARING of \$50,150 was received in FY 2010. It is likely the County will have to reduce this in FY 2011 and we are estimating \$47,000, a reduction of \$3,150 (6.3%).

3000 - SERVICE CHARGES:

MUNICIPAL REFUSE FEE has a modest reduction (\$3,300/3%) in the reflecting a lower fuel surcharge. The contractor has agreed to no increase in other charges for FY 2011.

5000- MISCELLANEOUS REVENUES:

INVESTMENT EARNINGS have been reduced substantially (\$1,000/-33%) to reflect the continuing low interest rates and anticipated reduction in funds on deposit.

RENTS & CONCESSIONS are projected to increase slightly with the annual 3% increase in the base Penn Place rents. Town Hall receipts should increase a bit as the economy stabilizes.

CONTRIBUTIONS & DONATIONS includes the ongoing grant for the Archives from the Cove Trust.

TRANSFERS:

Budgeted decrease of \$26,535 (16%) to \$139,240.

From "Free Cash": There is a projected FY 2010 End Of Year (EOY) "Free Cash" balance of approximately \$300,000, comprising the accumulated surpluses of prior years. It is proposed to transfer \$139,240 of this surplus to the FY 2011 budget.

RESERVES & CONTINGENCIES:

Remain at \$265,000 or 24% of the total budget

Operating Reserve: There is no proposed transfer to the OPERATING RESERVE in the FY 2011. The balance remains \$185,000.

Operating Contingency: The OPERATING CONTINGENCY will be funded at the same level as in FY 2010, \$30,000.

Capital Contingency: There is no proposed addition to CAPITAL CONTINGENCY in the FY 2011 budget. The fund is currently at \$50,000.

Total Receipts & Transfers In:

Projected decrease of \$59,185 (5%) to \$1,089,390.

Total Operating Expense:

Budgeted increase of \$2,015 (.2%) to \$934,390

10000 PERSONNEL: Increase of \$6,150 (2%)

SALARY line increase reflects contractual and cost of living increases.

OVERTIME is set at \$5,000 and can be adjusted to accommodate a repeat of this year's hopefully unusual snowstorms.

EMPLOYEE BENEFITS have decreased (\$8,550/-9%) due to a reduction in planned buy-back of accumulated leave. There are projected increases in PENSION (5%), WORKERS COMPENSATION INSURANCE (7.4%), and in HEALTH INSURANCE(16.8%). PAYROLL TAXES have also been increased (5.5%).

11000 TOWN ADMINISTRATION: Decrease of \$5,900 (-5%)

ELECTED & APPOINTED OFFICIALS is reduced \$5,500 (-52%) primarily due to the completion of the work of Land Use Task Force.

ARCHIVES & PUBLIC RECORDS shows an increase of \$9,000 (43%), \$15,000 of which is offset by a grant. The newly formed Archives Committee wishes to pursue a number of projects and to employ professional assistance. Also, the digitizing and formatting of Town Council minutes and other public records continues.

PROFESSIONAL FEES are reduced (\$11,400/-25%) as there should be less need of legal services such as those required in FY 2010 to resolve zoning issues raised by the Land Use Task Force, and to complete the transfer of the Community Center from the Parks Department to the Town in order to provide a permanent home for the Garrett Park Nursery School.

INSURANCE is projected to increase \$1,400 (16%) due to additional underwriting costs experienced by the Town's insurance carrier the Local Governmental Insurance Trust (LGIT).

12000 SPONSORSHIPS< SUBSCRIPTIONS & DUES:

Decrease of \$5,000 (-48%)

SPONSORSHIPS is reduced \$5,300 (-75%). After the one-time grant in FY 2010 to the Garrett Park Elementary School Educational Foundation to support an expanded stage in the new school, this line returns to more usual levels.

13000 BUILDINGS & GROUNDS: Decrease of \$5,250 (-5%)

PENN PLACE & TOWN HALL are essentially level-funded with the previous year.

MAINTENANCE FACILITY will need some minor repairs and improvements, hence an increase of \$1,500 (20%).

COMMUNITY CENTER incurred some initial evaluation expenses in FY 2010, but the Town expects full reimbursement from the Nursery School for FY 2011 expenditures related to the building.

14000 TOWN SERVICES: Increase of \$13,600 (6%)

ROADS & SIDEWALKS increases \$8,850 (14%). We are projecting the following increases: Storm Cleanup \$4,000, Leaf Removal \$1,250, Street Sweeping \$1,000, Street Lighting \$2,650.

MUNICIPAL REFUSE REMOVAL service fees remain the same. The \$1,700 (1%) increase reflects anticipated disposal fee increases for large item collections and a possible increase in the fuel surcharge.

ARBOTETUM increases \$2,450 (9%) in anticipation of increased pruning and removal costs as a result of the heavy winter storms.

16000 EQUIPMENT REPAIR & MAINTENANCE: Increased by \$1,250 (9%) based on revised projections for maintenance expenses.

17000 PUBLICATION EXPENSES: Decreased \$1,500 (-60%)

18000 CONFERENCES, Etc.: Level funded.

19000 OPERATING CONTINGENCY: Remains at \$30,000.

23000 CAPITAL BUDGET:

Budgeted decrease of \$11,200 (7%) to \$155,000

23100 CAPITAL PURCHASES:

CAPITAL EQUIPMENT is set at \$5,000 to purchase a tailgate sander for the new truck.

23200 CAPITAL CONSTRUCTION:

CONSTRUCTION: FACILITIES:

PENN PLACE: Repair to damaged roof, gutters, and siding. Installation of new, ice-resistant gutters along top roof, design and installation of active snow melting in all roof valleys and along upper and lower roofs above the Post Office and front entries.

TOWN HALL: Replace roof (CIP FY 2010: Estimate \$14,000); install insulation in attic (CIP 2009: Estimate \$3,000); remove, strip, replace as necessary, and prime rear clapboards, rebuild rear entry doorway, install insulation and vapor barrier as needed, re-hang siding, repair/replace trim as needed, paint/stain all repaired/replaced surfaces; repair stove vent, exterior electrical outlets, and hose bib as required (Estimated at \$8,000).

CONSTRUCTION: STREETS & CURBS has \$10,000 for engineering work on identified specific road projects to develop a bid package for resumption of the delayed CIP Street Rehabilitation program in FY 2012.

CONSTRUCTION: STORM DRAINS: \$85,000

NORTH KENILWORTH DRAIN RECONSTRUCTION & EXTENSION: The bid package has been prepared, we expect to establish the necessary easements and go out to bid by mid-April. The \$75,000 estimate is based on the costs of the drainage work recently completed in Cambria Park, but may be a bit low due to the extensive Bamboo removal that will be required.

SHELLEY COURT & KESWICK STREET DRAINS: \$10,000 has been proposed to start the survey and engineering work needed to draw up the necessary easement documents and to begin developing a bid package for the repairs and reconstruction needed. This will be an expensive project, probably spread over FY 2012 & FY 2013. At the moment, despite their disrepair, the drains are functioning adequately. Some interim stabilization may be necessary to prevent further erosion along the Shelley Court outfall pipe.

CONSTRUCTION: PARKS & RECREATION: The \$10,000 placed here anticipates analysis of the Cambria Avenue tennis court and adjacent Town right of way property, with a proposal for improvements to be developed by the Parks & Open Space Committee with an eye to funding a project in FY 2012 or 2013.

23300 - ARBORETUM CAPITAL EXPENSE: \$5,000 is budgeted for the tree-planting program.

23800 - CAPITAL PLANNING EXPENSE: \$10,000 is budgeted to support a detailed review of the Town's Capital Improvement Plan (CIP), to facilitate discussion of priorities, approaches (e.g., repair or rebuild roadways), and financing options, including comprehensive repairs/rehabilitation financed by bond issuance.

TOWN OF GARRETT PARK

Proposed FY 2011 Budget

March 8, 2010

		INCREASE	DECREASE	UNCHANGED	
RECEIPTS	FY 2010 Budget Ord 2010-01	Proposed Change	FY 2011 Budget Ord 2010-02	% Change	
<u>1000 - Taxes & Fees</u>	<u>\$626,300</u>	<u>\$5,500</u>	<u>\$631,800</u>	<u>1%</u>	
1100 -- Local Property Taxes	\$451,500	\$5,850	\$457,350	1%	
1110 -- Real Property Taxes	\$440,000	\$5,000	\$445,000	1%	
1120 -- Personal Property Taxes	\$10,600	\$500	\$11,100	5%	
1170 -- Penalties & Interest	\$800	\$200	\$1,000	25%	
1180 -- Homestead Tax Credit	\$100	\$150	\$250	150%	
1200 -- Local Income Taxes	\$165,000	\$0	\$165,000	0%	
1300 -- Other Local Taxes	\$0	\$0	\$0	0%	
1400 -- Licenses and Permits	\$9,800	(\$350)	\$9,450	-4%	
<u>2000 - Intergovernmental Revenues</u>	<u>\$90,600</u>	<u>(\$36,800)</u>	<u>\$53,800</u>	<u>-41%</u>	
2200 -- From State of Maryland	\$40,450	(\$35,950)	\$4,500	-89%	
2300 -- From Montgomery County	\$50,150	(\$850)	\$49,300	-2%	
<u>3000 - Services Charges</u>	<u>\$127,350</u>	<u>(\$3,300)</u>	<u>\$124,050</u>	<u>-3%</u>	
3100 -- General Government Charges	\$550	\$0	\$550	0%	
3200 -- Municipal Refuse Collection Fees	\$126,800	(\$3,300)	\$123,500	-3%	
<u>4000 - Fines & Forfeitures</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0%</u>	
<u>5000 - Miscellaneous Receipts</u>	<u>\$138,650</u>	<u>\$1,950</u>	<u>\$140,600</u>	<u>1%</u>	
5100 -- Investment Earnings	\$1,500	(\$500)	\$1,000	-33%	
5200 -- Rents and Concessions	\$122,050	\$2,450	\$124,500	2%	
5210 -- Town Hall Rents	\$17,900	\$100	\$18,000	1%	
5220 -- Penn Place Rents	\$102,225	\$2,175	\$104,400	2%	
5230 -- Swimming Pool Association	\$1,925	\$175	\$2,100	9%	
5300 -- Contributions and Donations	\$15,000	\$0	\$15,000	0%	

RECEIPTS	FY 2010 Budget Ord 2010-01	Proposed Change	FY 2011 Budget Ord 2010-02	% Change
5500 -- Sale of Property	\$100	\$0	\$100	0%
5900 -- Miscellaneous - Other	\$0	\$0	\$0	0%
Annual Operating Receipts:	\$982,900	(\$32,650)	\$950,250	-3.3%
<u>9000 - Transfers In ("Free Cash")</u>	<u>\$165,675</u>	<u>(\$26,535)</u>	<u>\$139,140</u>	<u>-16%</u>
Total Receipts & Transfers:	\$1,148,575	(\$59,185)	\$1,089,390	-5%

TOWN OF GARRETT PARK

Proposed FY 2011 Budget

EXPENDITURES	<div style="display: flex; justify-content: space-around; font-size: small;"> INCREASE DECREASE UNCHANGED </div>			% Increase
	FY 2010 Budget Ord. 2010-01	Proposed Changes	FY 2011 Budget Ord. 2010-02	
<u>10000 - Personnel</u>	<u>\$368,850</u>	<u>\$6,150</u>	<u>\$375,000</u>	<u>2%</u>
10100 -- Salaries	\$246,700	\$13,300	\$260,000	5%
10200 -- Overtime	\$5,000	\$0	\$5,000	0%
10300 -- Benefits	\$91,900	(\$8,550)	\$83,350	-9%
10400 -- Payroll Taxes, Etc.	\$25,250	\$1,400	\$26,650	6%
 <u>11000 - Town Administration</u>	 <u>\$111,400</u>	 <u>(\$5,900)</u>	 <u>\$105,500</u>	 <u>-5%</u>
11100 -- Elected & Appointed Officials	\$10,500	(\$5,500)	\$5,000	-52%
11200 -- Elections	\$1,500	\$100	\$1,600	7%
11300 -- Archives & Public Records	\$21,000	\$9,000	\$30,000	43%
11400 -- General Administrative Expenses	\$22,500	\$0	\$22,500	0%
11700 -- Professional Fees	\$45,400	(\$11,400)	\$34,000	-25%
11800 -- Insurance	\$9,000	\$1,400	\$10,400	16%
11900 -- Town Administration - Other	\$1,500	\$500	\$2,000	33%
 <u>12000 - Sponsorships, Subscriptions, Dues</u>	 <u>\$10,500</u>	 <u>(\$5,000)</u>	 <u>\$5,500</u>	 <u>-48%</u>
12100 -- Membership Dues	\$3,200	\$300	\$3,500	9%
12200 -- Sponsorships	\$7,100	(\$5,300)	\$1,800	-75%
12300 -- Subscriptions	\$200	\$0	\$200	0%
 <u>13000 - Building & Grounds</u>	 <u>\$105,250</u>	 <u>(\$5,250)</u>	 <u>\$100,000</u>	 <u>-5%</u>
13100 -- Buildings & Grounds Management	\$2,000	(\$1,000)	\$1,000	-50%
13200 -- Penn Place	\$76,550	\$150	\$76,700	0%
13300 -- Town Hall	\$12,700	\$600	\$13,300	5%
13400 -- Maintenance Facility	\$7,500	\$1,500	\$9,000	20%
13500 -- Community Center	\$6,500	(\$6,500)	\$0	-100%
 <u>14000 - Town Services</u>	 <u>\$223,400</u>	 <u>\$13,600</u>	 <u>\$237,000</u>	 <u>6%</u>
14100 -- Roads & Sidewalks	\$63,650	\$8,850	\$72,500	14%

EXPENDITURES	FY 2010 Budget Ord. 2010-01	Proposed Changes	FY 2011 Budget Ord. 2010-02	% Increase
14200 -- Stormwater Drainage	\$3,000	\$0	\$3,000	0%
14300 -- Municipal Refuse Removal	\$121,800	\$1,700	\$123,500	1%
14400 -- Arboretum	\$27,550	\$2,450	\$30,000	9%
14500 -- Fees	\$1,250	\$50	\$1,300	4%
14600 -- Parks	\$6,150	\$550	\$6,700	9%
<u>16000 - Equipment Maintenance & Repair</u>	<u>\$13,250</u>	<u>\$1,250</u>	<u>\$14,500</u>	<u>9%</u>
<u>17000 - Publication Expenses</u>	<u>\$2,500</u>	<u>(\$1,500)</u>	<u>\$1,000</u>	<u>-60%</u>
<u>18000 - Conferences & Conventions</u>	<u>\$2,500</u>	<u>\$0</u>	<u>\$2,500</u>	<u>0%</u>
<u>19000 - Contingency</u>	<u>\$30,000</u>	<u>\$0</u>	<u>\$30,000</u>	<u>0%</u>
<u>20000 - Interest, Depreciation, Debt</u>	<u>\$61,525</u>	<u>(\$1,135)</u>	<u>\$60,390</u>	<u>-2%</u>
<u>21000 - Taxes & Bad Debt</u>	<u>\$3,200</u>	<u>(\$200)</u>	<u>\$3,000</u>	<u>-6%</u>
Total Operating Expense:	\$932,375	\$2,015	\$934,390	<u>0.2%</u>
<u>23000 - Transfer to Capital Project Fund*</u>	<u>\$166,200</u>	<u>(\$11,200)</u>	<u>\$155,000</u>	<u>-7%</u>
<u>25000 - Transfer to Operating Reserve</u>	<u>\$50,000</u>	<u>(\$50,000)</u>	<u>\$0</u>	<u>-100%</u>
Expenses: Budgeted:	\$1,148,575	(\$59,185)	\$1,089,390	-5.2%

TOWN OF GARRETT PARK
Proposed FY 2011 Capital Budget & Program
Capital Budget

Account	INCREASE		DECREASE			UNCHANGED	
	FY 2009	FY 2010				FY 2011	
	Prior Year Appropriations 06/30/09	FY 2010 Capital Budget Ord. 2010-01	FY 2010 Total Capital Appropriations	Capital Expenditures 02/15/10	Remaining Appropriations 02/15/10	Comparison FY 2010 to FY 2011	Proposed Capital Budget Ord 2010-02
<u>23000 - CAPITAL BUDGET</u>	<u>\$29,433</u>	<u>\$166,200</u>	<u>\$195,633</u>	<u>\$115,857</u>	<u>\$79,776</u>	<u>(\$7,841)</u>	<u>\$155,000</u>
23100 - Capital Purchases	\$121	\$30,000	\$30,121	\$3,480	\$26,641	(\$21,641)	\$5,000
23150 - Capital Equipment	\$121	\$30,000	\$30,121	\$3,480	\$26,641	(\$21,641)	\$5,000
23200 - Capital Construction	\$25,771	\$81,200	\$106,971	\$60,796	\$46,175	\$53,800	\$135,000
23210 - Construction: Facilities	\$16,215	\$15,000	\$31,215	\$0	\$31,215	\$15,000	\$30,000
23220 - Construction: Streets	\$878	\$12,100	\$12,978	\$12,079	\$899	(\$2,100)	\$10,000
23230 - Construction: Utilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
23240 - Construction: Sidewalks	\$0	\$0	\$0	\$0	\$0	\$0	\$0
23250 - Construction: Storm Drains	\$8,000	\$20,000	\$28,000	\$14,975	\$13,025	\$65,000	\$85,000
23260 - Construction: Parks	\$678	\$34,100	\$34,778	\$33,742	\$1,036	(\$24,100)	\$10,000
23290 - Construction: Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
23300 - Arboretum Capital Expense	\$3,541	\$5,000	\$8,541	\$1,581	\$6,960	\$0	\$5,000
23800 - Capital Planning Expense	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
23900 - Capital Budget Contingency	\$0	\$50,000	\$50,000	\$50,000	\$0	(\$50,000)	\$0

Capital Program

Project	FY 2010					FY 2011	
	Total Capital Program	Capital Expenditures	Remaining Appropriations	Anticipated Add'l FY 2010 Capital Expenditures	Est. Capital Appropriations	Proposed Capital Budget	Projected Total Appropriation
	02/08/10	02/15/10	02/15/10		6/30/10	Ord. 2010-02	07/01/10
CAPITAL PROGRAM	\$195,633	\$115,857	\$72,816	\$60,723	\$12,093	\$155,000	\$167,093
Capital Purchases	\$30,121	\$3,480	\$26,641	\$26,641	\$0	\$5,000	\$5,000
Pickup Truck w/Plow (10)	\$30,121	\$3,480	\$26,641	\$26,641	\$0	\$0	\$0
Bumper Mounted Sander (11)						\$5,000	\$5,000
Capital Construction	\$106,971	\$60,796	\$46,175	\$34,082	\$12,093	\$135,000	\$147,093
Cambria Park POS Project (08)(09)	\$4,778	\$4,626	\$152	\$152	\$0	\$0	\$0
Cambria Park Playground (10)	\$25,000	\$24,116	\$884	\$884	\$0	\$0	\$0
Cambria Tennis Court (11)	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000
North Kenilworth Drain Repairs (09)(10)	\$23,000	\$14,975	\$8,025	\$8,025	\$0	\$75,000	\$75,000
Shelley Court Drain Repairs (11)	\$5,000	\$0	\$5,000	\$5,000	\$0	\$10,000	\$10,000
Penn Place Exterior Repairs (FY10)	\$15,000	\$0	\$15,000	\$15,000	\$0	\$15,000	\$15,000
Town Hall (CIP, p17)(FY10)	\$17,093	\$0	\$17,093	\$5,000	\$12,093	\$15,000	\$27,093
Yeandle Park (FY10)	\$5,000	\$5,000	\$0	\$0	\$0	\$5,000	\$5,000
Street Rehabilitation (FY09, 10)	\$12,100	\$12,079	\$21	\$21	\$0	\$10,000	\$10,000
Arboretum Capital Expense	\$8,541	\$1,581	\$6,960	\$6,960	\$0	\$5,000	\$5,000
Capital Planning	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
Capital Contingency	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0

Public Body: **Town Council**

Date: **08 March 2010**

Attendance: **Councilmembers Irons, Mandel, Petito, Schulp, and Wegner**

Motion By: **Councilmember Schulp** Second: **Councilmember Wegner**

Vote: **5 Aye, 0 Nay**

Place: **Town Hall, 10814 Kenilworth Ave., Garrett Park, MD 20896**

Time: **9:37 PM**

Authority: Annotated Code of Maryland, State Government Article: Section 10-508 (a)

Reasons For Closing Meeting

- [] 1. To discuss:
 - (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or
 - (ii) any other personnel matter that affects one or more specific individuals.
- [] 2. To protect the privacy or reputation of individuals with respect to a matter that is not related to public business.
- [X] 3. **To consider the acquisition of real property for a public purpose and matters directly related thereto.**
- [] 4. To consider a preliminary matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.
- [] 5. To consider the investment of public funds.
- [] 6. To consider the marketing of public securities.
- [] 7. To consult with counsel to obtain legal advice on a legal matter.
- [] 8. To consult with staff, consultants, or other individuals about pending or potential litigation.
- [] 9. To conduct collective bargaining negotiations or consider matters that relate to the negotiations.
- [] 10. To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:
 - (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans.
- [] 11. To prepare, administer, or grade a scholastic, licensing, or qualifying examination.
- [] 12. To conduct or discuss an investigative proceeding on actual or possible criminal conduct.
- [] 13. To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.
- [] 14. Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.